

**Accreditation Steering Committee & All Team Captains Meeting  
Minutes  
August 15, 2019; 1:00 p.m. to 3:00 p.m.; Room L-215 (Professional Learning Center)**

**Co-Chairs:** Chialin Hsieh (ALO) and Bob Kratochvil (President)

**Steering Committee Members Present:** Tanisha Maxwell (Vice President of Student Services), Carlos Montoya (Vice President of Business & Administrative Services), Sabrina Kwist (Dean of Equity & Inclusion), Nicole Almassey (President, Classified Senate), Sally Montemayor-Lenz (Interim Vice President of Instruction), Thyra Cobbs (LMCAS President), Teresea Archaga (Director of Student Life)

**Steering Committee Members Absent:** Josh Bearden (President, Academic Senate)

**Accreditation Work Group Team Captains Present:** Nancy Ybarra (IIA), Dave Belman (IIC)

**Accreditation Work Group Team Captains Absent:** Christina Goff (IIB)

**Guest(s):** Scott Warfe (Technical Writer)

**Note Taker:** Beth Ann Stone

Item #	Agenda Topic	Desired Outcome	Lead	Meeting Notes
1.	Welcome	Information	Chialin	<ul style="list-style-type: none"> <li>Chialin welcomed members and captains to the meeting.</li> </ul>
2.	Review: Agenda July 18, 2019 Meeting Minutes	Action	Chialin	<ul style="list-style-type: none"> <li>The Committee reviewed and accepted the agenda</li> <li>The Committee reviewed and accepted the minutes from the July 18, 2019 meeting.</li> </ul>
3.	Evidence System	Information	BethAnn	<ul style="list-style-type: none"> <li>BethAnn presented the evidence collection, format and system to the Standard Captains and Steering Committee.</li> <li>BethAnn provided the Committee with the "Sources of Evidence &amp; Formatting" handout which identified resources and template uploaded to the Sharepoint for Standard Captains to utilize when collecting, formatting and listing their evidence.</li> <li>The <i>Master Evidence List-Crucial Items</i> has been uploaded to the Sharepoint and contains references to those pieces of evidence which are commonly mentioned throughout the report, such as the College Catalog, Semester Schedules of Classes, the Strategic Plan, etc. It is mentioned if referencing a page or section in one of the documents as a piece of evidence, please do not collect the entire</li> </ul>

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				<p>piece of evidence (ex. College Catalog), extract the page(s) you are referencing or highlight the area on the page(s) you want the team to note.</p> <ul style="list-style-type: none"> <li>• BethAnn reviewed the formatting with the Committee and Standard Captains, as ACCJC only wants PDFs for evidence and does not want direct links to websites. Therefore, any websites or webpages referenced as evidence will need to be converted to a PDF.</li> <li>• The Committee and Standard Captains reviewed the process for collecting, naming and uploading evidence to Sharepoint. BethAnn has uploaded a template that can be used by Standard Teams to list and link their evidence. Additionally, all evidence must be uploaded to the Accreditation Sharepoint-Evidence folder. A folder has been created for each standard and sub-standard. It is noted that evidence documents should be given the same name as is referenced in the narrative, listed on the collection list and titled. As an additional note, all PDFs should contain no more than 27 characters in its title.</li> </ul>
4.	<p>Updates</p> <ul style="list-style-type: none"> <li>• Accreditation Technical Writer Update</li> <li>• Standard Captains Progress Report</li> </ul>	Information	Chialin Scott W.	<p><u>Accreditation Progress Update</u></p> <ul style="list-style-type: none"> <li>• The Committee and Standard Captains were provided an overview by the Accreditation Technical Writer (Scott Warfe), on the process of the Editing Team (BethAnn, Scott Warfe, Chialin Hsieh).</li> <li>• A handout was provided detailing the principles in which we adhere when editing, and that we do not delete or remove any content. Yellow highlighted text is content which can be removed as it is referenced elsewhere in the narrative and/or it has been condensed to a more concise, technical version. The green highlighted text are areas in which questions were raised that need answers and/or areas of follow-up by additional personnel. It is noted that it would be helpful for some Standard Captains to know why some content is being removed or deleted. The Editing Team meets every morning for approximately two (2) hours to review and edit standard drafts. The Standard Captain for the standard edited is invited to join the team (after the editing process has been completed)</li> </ul>

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				<p>to review the edits, confirm deletion of content, address any inquiries and provide their approval at the end of the session(s).</p> <ul style="list-style-type: none"> <li>• It is noted that the editing team is constituency based with members also having received accreditation training and/or have expertise in the area of accreditation.</li> <li>• A tracking sheet has been developed to identify individuals, programs, committees, etc. that need to be e-mailed certain standards in order to provide input and/or address questions posed during the editing team process. BethAnn will be sending e-mails to the identified parties in the tracking sheet with the standard content for review and the information the team needs in order to meet the standard. Standard Team Captains will be carbon copied on these e-mails so they are aware of the information we are soliciting and gathering.</li> </ul> <p><u>Standard Captain's Progress Report</u></p> <ul style="list-style-type: none"> <li>• Standard III Captain reported that his team needs some assistance in writing some of the sub-standard sections and locating evidence particularly around practices and principles that may not be formally documented.</li> <li>• Standard IIA is working with several faculty members to write, review and provide input on sections of the content.</li> <li>• Standards I, IIB, IIC have been edited by the team and meetings with the editing team and corresponding Standard Captains have already taken place or have been scheduled.</li> </ul>
5.	Accreditation 2020 Schedule and Timeline	Information/ Action	Chialin	<ul style="list-style-type: none"> <li>• The Committee reviewed the timeline for fall 2019.</li> <li>• BethAnn will be e-mailing the second draft of standards to relevant committees and Senates to agendaize in September and/or early October, a review and input of the standard(s) most closely related to their charge(s). It is mentioned that a Joint Senate meeting on October 7<sup>th</sup> may work best so all Senates can meet and review the relevant standards together. This idea will be shared with Josh to see if it can be scheduled.</li> <li>• Once the review has been completed by the identified parties and the input incorporated, a campus-wide e-mail will be sent on October 23<sup>rd</sup> with the second</li> </ul>

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				draft soliciting review and feedback from the college as a whole. A College Assembly on the most recent draft will occur on October 28 <sup>th</sup> so additional input and information can be gathered.
6.	Other	Information	All	
7.	Next Meeting Date: September 12, 2019; 1-3 pm L215	Discussion	All	